



UNITED STATES MARINE CORPS

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ForO 3900.5
P&R/JJM

APR 11 1999

FORCE ORDER 3900.5

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From: Commander
To: Distribution List

Subj: NATIONAL GUARD AND RESERVE EQUIPMENT APPROPRIATION
(NGREA) STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) MCO 3900.4D
(b) FORO 3900.1
(c) MCO 3900.15

Encl: (1) Format For Identifying Equipment Shortfalls Through
the NGREA Database
(2) Format for Identifying Tab P Requirements Through the
NGREA Database

1. Purpose. To provide both an overview of the use of the NGREA program and to establish uniform procedures for requesting equipment through the NGREA process.

2. Background

a. The National Guard and Reserve Equipment Appropriation (NGREA) was initiated in FY82 in response to a Congressional perception that the Services were not providing the needed level of support to their Reserve Components. The NGREA submission process provides the Marine Corps Reserve with a vehicle to compete for budget enhancements over and above the Program Objective Memorandum (POM) process. NGREA is currently authorized and appropriated annually by Congress outside the Department of Defense (DoD) Planning, Programming, and Budgeting System (PPBS) process.

b. Valid Reserve Component equipment/aircraft shortfalls that are not met through the POM and DoD's PPBS process may be considered for funding through the use of NGREA.

3. Information

a. Because NGREA funding is external to DoD, the NGREA process follows Marine Corps acquisition guidelines as outlined in references (a) and (b), but it is programmed and accounted for

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separately from DoD's PPBS. The NGREA process is a nonstandard appropriation process dedicated solely to the Reserve Component.

b. The NGREA program has a three-year obligation period and five-year execution period. Obligation of funds is a critical issue. Obligation is obtained when a contract is awarded for goods or the performance of services. Execution occurs when goods or services are delivered.

c. NGREA is used to procure the following categories of equipment:

(1) Reserve-specific equipment. Reserve unique equipment, gear not utilized by the Active Component, that enhances combat readiness and modernization.

(2) New equipment. Improvements to existing ground or aviation equipment or the introduction of new equipment items not currently in the Active or Reserve Components, however, each item requested needs to have an established requirement in accordance with reference (c).

(3) Validated equipment requirements. Addressing shortages in the acquisition objectives based on O/H and T/A shortfalls, or accelerating fielding of equipment previously validated (e.g. an item Marine Corps Systems Command (MARCORSYSCOM) is planning to procure, however, the Reserve Component requirement is not completely funded).

(4) Non-tactical automated data processing (ADP). ADP equipment and non-tactical support ADP necessary for the day-to-day management of the Reserve Component.

d. Description of NGREA Lists

(1) Budget Enhancement List (BEL). The first list that is developed identifies total Reserve equipment shortfalls that should be considered for funding in Fiscal Year +1 (the next FY). The criteria for aviation and ground submissions to the list are the same as in previous years. After all appropriate additions and deletions have been made to the BEL it is forwarded to HQMC, RAC. From HQMC, RAC it is then forwarded to HQMC, Plans and Requirements (P&R) for inclusion as the NGREA submission of the Total Force BEL for FY+1. The NGREA portion of the BEL is not normally given to Congress as a unique Reserve listing, and sometimes certain items may be taken from the Reserve listing and added to the Active Component's shortfall list to make a Total Force List. Items identified on the Total Force List could be funded by Congress, depending on the type of equipment or

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criteria being requested by Congress (e.g. Does the equipment enhance readiness or will it be used for modernization?).

(2) National Guard and Reserve Component Equipment Requirements Report 1009. Section 1009 of the 1998 DoD Authorization Act requires the Secretary of Defense to submit a report to Congress if, for FY+1, the aggregate of the amounts requested for procurement of items of equipment is less than the amount equal to 90% of the "average authorize amount" in the proposed President's Budget. The average of the budget request is rarely at the level of the "average authorized amount" so the report is normally due each year. The report must specify the items of equipment that would be procured for the Reserve Component if the budget request equaled the "average authorized amount". The metric used to determine this amount will be provided to Marine Forces Reserve (MARFORRES) by HQMC, RAC. Equipment data for this report should be extracted from the most current BEL submission. The equipment portion of the report is limited to the dollar amount provided by the metric. In order to ensure that a clear picture of all the Reserve Component's equipment shortfalls is presented, the remaining items previously identified in the BEL should be included on the 1009 Report as a supplement.

(3) Reserve Component Data (Tab P). This is an annual submission that includes a MARFORRES shortfall priorities list for FY+2 through FY+5 within the Future Year Defense Plan (FYDP). Tab P is included as an exhibit in the POM submission. It is a list of at least the top 30 shortfall priorities in any appropriation including operations, equipment procurement, MILPERS, and ammunition. Equipment items must meet the criteria for equipment funded with Aircraft Procurement, Navy (APN); Procurement, Marine Corps (PMC); or Operations and Maintenance, Marine Corps Reserve (O&MMCR) funds. Additionally, each equipment item listed must have an established operational requirement in accordance with reference (c) or represent a validated Reserve specific requirement. Equipment shortfalls identified in Tab P should be consistent with regards to the equipment provided in the previous listings.

(4) Equipment Shortfall List (ESL). This list is an update to the equipment portion of the 1009 Report. The ESL is submitted after actual funding amounts have been appropriated by Congress. The ESL identifies specific miscellaneous ground and aviation equipment that will be funded during the subject FY. Items that may not be included on the ESL are operations, MilPers, and ammunition requirements. Subsequent changes to the listing are allowed, however, they must be coordinated through HQMC, RAC.

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4. Procedures

a. HQMC, RAC generates message traffic requesting that the COMMARFORRES submit a list of shortfalls as described in paragraph 3d above. All MSCs and staff sections will submit their list of shortfalls to MARFORRES P&R who will have the complete list reviewed and validated by MARCORSYSCOM, Marine Corps Combat Development Command (MCCDC), HQMC P&R, Installations and Logistics (I&L), and AVIATION. All validation and coordination should be completed as early as possible so that only valid equipment requirements will be considered for approval by the MARFORRES Reserve Oversight Committee (ROC). Generally, the final ROC approved list is due to HQMC, RAC using the following guidelines:

(1) Budget Enhancement List (BEL). The FY+1 BEL submission is normally forwarded to HQMC, RAC in December of each year with input submitted to MARFORRES P&R, via the Major Subordinate Command (MSC) chain of command, in October of each year.

(2) National Guard and Reserve Component Equipment Requirements Report 1009. The FY+1 1009 Report is due to HQMC, RAC in late February of each year. The previous BEL submission from December will be used as the source document to generate this list. Any input from MSCs with appropriate additions and deletions to their original BEL list will be due to MARFORRES P&R by the end of January of each year.

(3) Reserve Component Data (Tab P). The FY+2 Tab P submission is normally forwarded to HQMC, RAC in May of each year with input submitted to MARFORRES P&R, via the MSC chain of command, in early April of each year.

(4) Equipment Shortfall List (ESL). The ESL submission is normally forwarded to HQMC, RAC in October of each year. It includes the MARFORRES Commander's decision on what the allotted FY+1 NGREA funds are to be spent on, based on the previously submitted BEL and 1009 report.

b. Although NGREA planning is ongoing, the procurement process begins with the receipt of NGREA funds. This can occur any time in a fiscal year, but normally funds are not released by the Office of the Secretary of Defense (OSD) Comptroller until the third quarter of each FY.

c. NGREA Database. With the variety of NGREA lists that need to be continually updated and maintained, a database was developed as a single source to coordinate all of the equipment

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requests for the NGREA program. This database allows for the information to be shared by all of the different commands and staff sections. Certain restrictions are incorporated to ensure that editorial access is limited. Changes to the information should be made using the database to ensure continuity. In addition, it provides updated information from MARCORSYSCOM project officers for equipment programs that are on the previous NGREA lists. It also contains a history of what has been obtained through the NGREA program over past years. The NGREA database will be used to request NGREA funds to procure any type of equipment/aircraft that was outlined in paragraph 3c. It will also be used by MARFORRES as a tool to track equipment throughout the acquisition process and especially used to identify when a piece of equipment has been delivered and receipted by the Reserve Unit.

d. Requesting NGREA Funds. All items requiring NGREA funds must be submitted to MARFORRES P&R and coordinated with 4th Marine Aircraft Wing Aviation and Logistics Department (ALD), for Aviation items, and MARFORRES G-4, for ground equipment items, so that they meet the criteria established for equipment funded with APN and PMC, investment type appropriations. Additionally, each item requested needs to have an established requirement in accordance with reference (c). The proper format for requesting NGREA funds for equipment shortfalls is through the use of the NGREA database. Procedures for this are outlined in enclosures 1, (NGREA database) and 2, (Tab P database). All requested information needs to be completed as appropriate.

e. Resources Oversight Committee (ROC). The MARFORRES ROC provides the Force with a disciplined mechanism to formally review alternatives, document programs, and identify priorities for resource allocation. All items requesting NGREA funds will be briefed to the ROC showing proper justification of the need for the item. If the item is approved by the ROC for NGREA enhancements, the committee will then determine what priority the item will receive for placement on the appropriate list.

f. Changing the ESL

(1) Requests for changes to an OSD/RA approved ESL need to be formally submitted at least 90 days before funding is to be obligated. Such changes/substitutions may only be considered for equipment that has an established requirement. HQMC, RAC will coordinate the request for MARFORRES with appropriate the agencies.

(2) Changes to the approved ESL must be made in writing and submitted to the COMMARFORRES.

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5. Action

a. Assistant Chief of Staff, Plans and Requirements (AC/S P&R) shall:

(1) Act as the single point of contact with HQMC, RAC for the NGREA program.

(2) Coordinate with HQMC, MARCORSYSCOM, NAVAIRSYSCOM, and CG, MCCDC to ensure COMMARFORRES is provided appropriate guidance for deciding equipment applicability and priority for the NGREA program.

(3) Coordinate with MARFORRES' MSCs and staff sections to compile appropriate NGREA lists as outlined in this Order when requested by HQMC, RAC.

(4) Generate validated equipment requirements for submission to the MARFORRES ROC.

(5) Submit MARFORRES' NGREA equipment priorities to HQMC, RAC as determined by COMMARFORRES.

b. Commanding Generals, Major Subordinate Commands shall:

(1) Determine equipment requirements based on the Reserve force structure.

(2) Submit appropriate NGREA funding requests by updating the NGREA database when requested as outlined in this Order.

(3) Be prepared to brief their equipment requirements to the ROC.

(4) Insure all their requirements are validated with MARFORRES G-4/4th MAW ALD (as appropriate) prior to submission to MARFORRES P&R.

c. MARFORRES Staff Sections shall:

(1) Determine equipment requirements based on the Reserve force structure.

(2) Submit appropriate NGREA funding requests by updating the NGREA database when requested as outlined in this Order.

(3) Be prepared to brief their equipment requirements to the ROC.

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(4) Insure all their requirements are validated with MARFORRES G-4/4th MAW ALD (as appropriate) prior to submission to MARFORRES P&R.

d. MARFORRES Assistant Chief of Staff, G-4 (AC/S G-4) shall:

(1) Monitor, verify and record deliveries of NGREA purchased equipment via database.

(2) Notify AC/S P&R of NGREA equipment deliveries.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


D. R. SELVAGE
Chief of Staff

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FORMAT FOR IDENTIFYING EQUIPMENT SHORTFALLS
THROUGH THE NGREA DATABASE

1. **EQUIPMENT**

TYPE EQUIPMENT: (Aviation Aircraft/Miscellaneous
Air/Miscellaneous Ground)

SUBMITTED BY: (WING/DIVISION/FSSG/MARFORRES, STAFF SECTION)

PROGRAM: (General Description of the item)

FISCAL YEAR: (Fiscal Year for which funding is desired)

ITEM TAMCN: (Self-explanatory)

TAMCN AUTH. QTY: (Self-explanatory)

QUANTITY CURRENTLY BEING REQUESTED: (Self-explanatory)

UNIT COST: (Self-explanatory)

QUANTITIES WHICH WILL BE REQUESTED AFTER THE INITIAL REQUEST
YEARS: (If the Procurement Strategy is to include subsequent
years, the additional quantities by Fiscal Year should be
identified in the blocks provided. The total shortfall will
be calculated by the database based on the input in these
fields.)

ESTIMATED COST: (Calculated by the database)

CONTRACTOR AND LOCATION: (If known, identify through whom
the item is available for procurement)

ATTACHMENTS: (Attach all supporting documentation as a
file)

2. **PROCUREMENT**

PROCUREMENT STRATEGY: (This section will show T/A quantity,
current on-hand quantity, address the current shortfall in
the context of the total shortfall, and explain how the total
shortfall is to be procured over time. It should also show
the T/Es of Reserve units for whom item is being requested
and a break down of which units will receive the items in
which years. If a unit does not have an authorization for
the item, explain whether modification of allowance has been

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O&MMCR: (If item is normally O&MMCR funded, explain why the item should be considered for investment dollars. If non-applicable to the subject item, input "NOT APPLICABLE".)

3. **MANAGEMENT**

DESCRIPTION: (The description provides a detailed description of the item requested. Include in this section any compatibilities with other end items.)

EXECUTIVE SUMMARY: (An executive summary is a brief paragraph that summarizes the requested item and states its value to the Marine Forces Reserve.)

OPERATIONAL IMPACT: (The operational impact will include a justification predicated on warfighting enhancing capability, modernization impact, and its effect on readiness/SORTS reporting.)

4. **PRIORITY**

PRIORITY: (MSC Priority assigned)

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FORMAT FOR IDENTIFYING TAB P REQUIREMENTS
THROUGH THE NGREA DATABASE

1. ITEM: (General Description)

SUBMITTED BY: (WING/DIVISION/FSSG/MARFORRES, STAFF SECTION)

FY: (Defaults to FY+1)

QUANTITY: (Quantity that could be procured in the subject FY
if funding for the total shortfall were available)

UNIT COST: (Self Explanatory)

SHORTFALL: (Total shortfall including the quantity
identified under QUANTITY)

EXPLANATION: (This section will address: (1) the current
shortfall within the context of the total shortfall; (2) the
total shortfall within the context of the Total Force Concept;
(3) how the total shortfall is to be procured over time; and
(4) the specific T/Es of Reserve units for whom item is being
requested. The T/E listing will include the names of the
units having the shortfall.)

PRIORITY: (MSC Priority assigned)